

## CAP Attendance Log Instructions

### Description

The “CAP Attendance Log” is available on WorkSmart at <https://worksmart.ded.mo.gov>, ‘Services/Programs’, ‘CAP/TANF’, and ‘Forms’. This form is available for each two week period for the remainder of the year. This form has been updated to:

1. Show each day within the federal week for a two-week period that coincides with the TRE payment schedule.
2. Indicate allowable holidays for unpaid activities that counts toward participation requirements for TRE payments and tracking/recording purposes.
3. Account for excused absences for tracking/recording purposes for unpaid activities.
4. Give the TRE payment instructions based on the revised “TRE Policy”.

Not everyone in every situation needs to have a “CAP Attendance Log” completed. Please see the Work Verification Plan for allowable documentation.

It is recommended multiple forms for multiple periods be printed. Then, all participants that need the forms can be given at least a few months of attendance sheets at a time. The case manager needs to explain TRE is only payable for paid activities when the participated hours (column B) equals or exceeds the CAP required core and non-core hours, and for unpaid activities when the participated hours (column B) plus the holiday hours (column C) meet the CAP required core and non-core hours.

A process should also be developed with the recipient for returning the “CAP Attendance Log” as soon as possible for each two-week period (i.e. give him/her a paid envelope, set up a time/place the sheets will be returned week, drop box, etc.).

Besides completing the Worksite/Educational Site Representative Signature, Title, and Date at the bottom of the form, the employer/school is only responsible for completing: Column A, Scheduled Hours and Column B, Participated Hours. The remainder of the form must be completed by the case manager. If the participant is not making his/her required hours, this is not the employer/school’s responsibility, but instead the participant’s responsibility.

### Paid Activities

For paid activities, the only hours that can count toward the work participation rate and TRE payments, and can be recorded in Toolbox 2.0 are the participated hours (column B). If the employer observes a holiday and/or allows absences and pays the participant for these hours, this should already be included in the participated hours.

\*Core Paid Services in Toolbox 2.0:

- CAP Compensation in Lieu of Wages
- CAP Self-Employment
- CAP Subsidized Employment – Private
- CAP Subsidized Employment – Public
- CAP Unsubsidized Paid Employment
- CAP On-the-Job Training
- CAP Work-Study

\*All services must be used in accordance with the Work Verification Plan to count toward the individual's required participation and to authorize TRE.

**Unpaid Activities**

For unpaid activities, the allowable hours that count toward the work participation rate include participated hours (column B), holiday hours (column C), and excused absence hours (column E). For TRE payment purposes, excused absences are not included since there is no provision in the TRE policy for excused absences and according to the Work Verification Plan, these hours can be for any reason. Unpaid activities include:

\*Core Unpaid Services in Toolbox 2.0:

- CAP High School (Teen Parents)
- CAP High School Equivalency (Teen Parents)
- CAP AWEP/CWEP
- CAP Job Search
- CAP Job Readiness
- CAP Job Readiness-MH, CAP Job Readiness-PT, CAP Job Readiness-SA, CAP Treatment and Support-MH, CAP Treatment and Support-PT, CAP Treatment and Support-SA

Note: MH = Mental Health, PT = Physical Therapy, and SA = Substance Abuse

\*Non-Core Unpaid Services in Toolbox 2.0:

- CAP Job Skills Training Directly Related to Employment
- CAP Limited English Proficiency
- CAP AEL
- CAP Basic Skills Remediation
- CAP GED Test
- CAP High School Equivalency (excluding Teen Parents)

- CAP High School (excluding Teen Parents)

\*All services must be used in accordance with the Work Verification Plan to count toward the individual's required participation and to authorize TRE.

#### Excused Absences for Unpaid Activities:

Excused absences totaling 80 hours for the last 12 months and up to 16 hours per month are allowed. The first 16 hours of absence for the month are excused for tracking and recording purposes. This does not count toward the authorizing of TRE and this does not count when determining if the participant met CAP participation requirements.

#### Holidays for Unpaid Activities:

Holidays for unpaid activities are only allowed if the employer/school observes the holiday and the participant normally would have engaged in the activity for that day. Holiday hours cannot ever exceed eight hours regardless of the number of activity hours the participant normally would have participated in for the day.

#### Allowable Holidays:

- January 1-New Year's Day
- Third Monday in January-Martin Luther King Jr.'s Birthday
- Third Monday in February-Washington's Birthday
- Last Monday in May-Memorial Day
- July 4-Independence Day
- First Monday in September-Labor Day
- Second Monday in October-Columbus Day
- November 11-Veterans Day
- Fourth Thursday In November-Thanksgiving Day
- December 25- Christmas Day